

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 393PAGE
NO. 1

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

STATISTICS SECTION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>CENTRAL PATIENT REGISTER</u></p> <p>Form No.: various BMH forms and DMH 499 Size: 3" x 5" Dates: 1906-1959 Quantity: 108 card drawers (25 cubic feet) File Arrangement: Alphabetical by patient surname Annual Accumulation: Discontinued Disposable Amount: 25 cubic feet if microfilmed</p> <p>The Central Patient Register is composed of Admission Cards and History Composite Summary cards (DMH 499), both of which give summary information concerning individual mental patients admitted to or discharged from either State or private mental institutions. The Admission Cards, the earlier card form, give the patient's name, patient number, address, age, sex, color, marital status, place of birth, occupation, religion, date of admission, authority for admission, institution from which transferred, number of admissions, summary of diagnosis, date of discharge, condition at time of discharge, institution to which transferred, and cause of death. The History Composite Summary Card (DMH 499), the form which replaced the Admission Card, gives similar information, but on a cumulative basis: patient name, race, sex, birthdate, residence code number, hospital code letter, patient number, commitment status code, admission date (for all admissions), separation date (for all separations), type of separation, final diagnosis code number, status at time of discharge (recovered, improved, unimproved), and cause of death.</p> <p>The Register has been maintained intermittently and is therefore not</p>	APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative


SignatureChief, Division of Administration
and Finance

Title

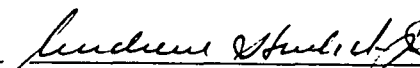
3/6/1961

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.3/7/1961
Date
Archivist

MAR 14 1961

Date


Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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a complete record of admissions to and discharges from State and private mental institutions through early 1959, when the maintenance of the Register in this form was discontinued. It is, however, the only central record of admissions and discharges from private mental institutions. Although at one time the Register was utilized for statistical purposes, it is now referred to only occasionally to answer requests for information from outside sources. Statistical processing is now accomplished by IBM equipment. The recommendation below is based on the assumption that it is necessary to preserve at a central location a summary record of all private mental patients.

RECOMMENDATION: MICROFILM AND DESTROY ORIGINALS. RETAIN MICROFILM PERMANENTLY AT STATE RECORD CENTER.

*microfilmed
in duplicate -
both copies
at Balto R.C.*

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

MAR 14 1961

Andrew H. Smith
SECRETARY